



**Employee Information Report  
EEO Reporting, Forms Link and  
FREQUENTLY ASKED QUESTIONS**

**WEBSITE TO OBTAIN FORMS:** [www.state.nj.us/treasury/contract\\_compliance](http://www.state.nj.us/treasury/contract_compliance)

**WHO SHOULD CHECK OR MONEY ORDER BE PAYABLE TO?** The Treasurer, State of New Jersey

**HOW TO OBTAIN A DUPLICATE CERTIFICATE:** Visit the website above and select forms. Print and complete the Duplicate Request Form and mail with a \$75 check or money order payable to The Treasurer, State of NJ, PO Box 206, Trenton, NJ 08625. **NOTE:** No fee is required for name and/or address updates.

**HOW LONG DOES IT TAKE TO PROCESS FORM AA-302 AND RECEIVE CERTIFICATE OF EMPLOYEE INFORMATION REPORT?** The initial Form AA-302 certificate may take up to three (3) weeks. Renewals certificates may take up to two (2) weeks.

**HOW LONG ARE CERTIFICATES VALID?** For entities with fewer than 50 employees, the certificate is valid for seven (7) years. For entities with 50 employees or more, the certificate is valid for three (3) years.

**WHICH ADDRESS SHOULD BE USED?** When using the United States Postal Service (regular mail) to deliver the Form AA-302 and payment, the following address must be used:

NJ Dept. of the Treasury  
Contract Compliance and Audit Unit  
EEO Monitoring Program  
PO Box 206  
Trenton, NJ 08625-0206

When using a commercial delivery service such as FEDEX, UPS or other delivery service, the following address must be used:

NJ Dept. of the Treasury  
Contract Compliance and Audit Unit  
EEO Monitoring Program  
33 West State Street, 9<sup>th</sup> floor  
Trenton, NJ 08625

**FOR QUESTIONS RELATED TO CONSTRUCTION FORMS AA-201 AND AA-202:** Contact the NJ Dept. of Labor and Workforce Development, Office of Diversity and Compliance, Construction EEO Monitoring Program at (609) 292-9550.

**HOW TO REGISTER FOR SUBMISSION OF ELECTRONIC RENEWAL CERTIFICATE:** Visit [www.state.nj.us/treasury/contract\\_compliance](http://www.state.nj.us/treasury/contract_compliance). Select the Premier Business Services Online Forms Account Instructions and follow the instructions.

**HOW TO SUBMIT PAYMENT AFTER FILING RENEWAL CERTIFICATE ELECTRONICALLY?** Mail check or money order (in the amount of \$150) to the Division along with a print out of the online submission screen. Make check or money order

payable to: The Treasurer, State of New Jersey. Please write your certificate number on the check or money order.

**RECEIVED RENEWAL NOTICE – HOW DO I RENEW MY CERTIFICATE?** Follow the instructions on the renewal notice, refer to the Division’s website and select forms, print out the renewal package, complete Form AA-302, Vendor Activity Summary Reports and mail in along with a check or money order payable to: The Treasurer, State of New Jersey.

**TO OBTAIN THE STATUS OF YOUR CERTIFICATE:** Please call (609) 292-5473 and a representative will be available to assist you. Please have your federal ID or certificate number available to ensure faster service. **NOTE:** Renewal Notices will be mailed within 90 days prior to the expiration date of your certificate.

**CAN PAYMENTS BE MADE WITH CREDIT CARDS?** Payments are only accepted in the form of a check or money order in the amount of \$150 and must be submitted with the Form AA-302 (Employee Information Report).

**DO NONPROFIT ORGANIZATIONS HAVE TO COMPLETE FORM AA-302?** Yes, the Employee Information Report (Form AA-302) must be completed by nonprofit organizations to ensure compliance with the EEO requirements.

**WHAT DOES THE CERTIFICATE LOOK LIKE?** The Certificate of Employee Information Report is yellow in color, 3 ½ X 8 ½ and has your assigned certificate number in the top right corner. The entity’s name and address along with the effective date and expiration date also are included on the certificate.

**THE COMPANY HAS NO EMPLOYEES. SHOULD THE OWNER OPERATING THE BUSINESS REPORT NO EMPLOYEES OR ONE EMPLOYEE FOR HIMSELF/HERSELF?** A company with no employees must report the officials and managers on line #3 and also on line #11 (officials/managers).